

## USDA/FS-50

**System Name:** Skills Bank Data Base, USDA/FS.

**System Location:** Pacific Southwest Forest and Range Experiment Station (Station), 1960 Addison Street, Berkeley, California 94704.

**Categories of individuals covered by the system:** All FS permanent employees assigned to the Pacific Southwest Region and to the Pacific Southwest Forest and Range Experiment Station.

**Categories of records in the system:** A skills bank data form, containing the name, social security number, position title, series, grade, career goals and aspirations, knowledge, skills, abilities, work history, and education of FS employees.

**Authority for maintenance of the system:** 5 U.S.C. 301, 7 U.S.C. 2201, and 42 U.S.C. 20003-16, et seq.

**Purpose(s):** Assistance in eliminating under representation of women within each General Schedule job series represented within the regional workforce and at each grade level therein and assistance in effective human resource management by encouraging more qualified applicants for vacancies and certain details.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** There are no routine uses for this system of records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:** Skills Bank Data Base records are stored for computers on disks, magnetic tape, and other electronic media accessible only by password.

**Retrievability:** Records can be accessed by data entry number; computer address, name, social security number (obtained voluntarily and used for purposed of verification only), position title, current pay plan, series and job grade, career goals; education, work experience, and knowledge, skills and abilities.

**Safeguards:** On-line access to Skills Bank Data Base data is controlled by password protection and is limited to those names entered into a controlled pool of names of persons with designated access authority in the Region. These are either the persons who have been assigned to access the Skills Bank Data Base or those supervisors who have agreed to do so. At the Station, access is limited to the Director, Assistant Directors, Project Leaders, Group Leaders, Administrative Officer or Business Management Assistant.

**Retention and disposal:** Until the National Archives and Records Administration determines an appropriate retention and disposal schedule for these records, they will be retained indefinitely in accordance with the FS Handbook 6209.11, Records Management Handbook.

**System manager(s) and address:** Group Leader of Statistics and Computer Services, Pacific Southwest Station, 1960 Addison Street, Berkeley, California 94704.

**Notification procedure:** An individual may request information as to whether the system contains records pertaining to him or her by signing on to a locally-based computer terminal and viewing his or her own records. The employee can then print out the data. Individuals not employed in the Pacific Southwest Region or Station may obtain this information by written request to the System Manager.

**Record access procedures:** Same as notification procedure.

**Contesting record procedures:** See notification procedure, above. A employee, having obtained and printed his or her own record, may make corrections on the printed record and forward the corrected record to the appropriate Personnel Office for correction of the record in the database. Further information may be obtained by making a written request to the system manager. USDA regulations on contesting contents of records and appealing initial determinations are set forth at 7 CFR 1.100-1.123.

**Record source categories:** Information in these records is obtained directly from the individuals in the system.